**Simplifying Fractions**

**In order to simplify a fraction, follow these steps:**

1. **If there are any zeros at the end of the number, cut them off**

**e.g . cut off same amount same amount of zeros**

1. **Cut top and bottom numbers in half**

**e.g. cut top and bottom in half**

1. **Divide top and bottom numbers by a common multiple**

**e.g. divide top and bottom by 7**